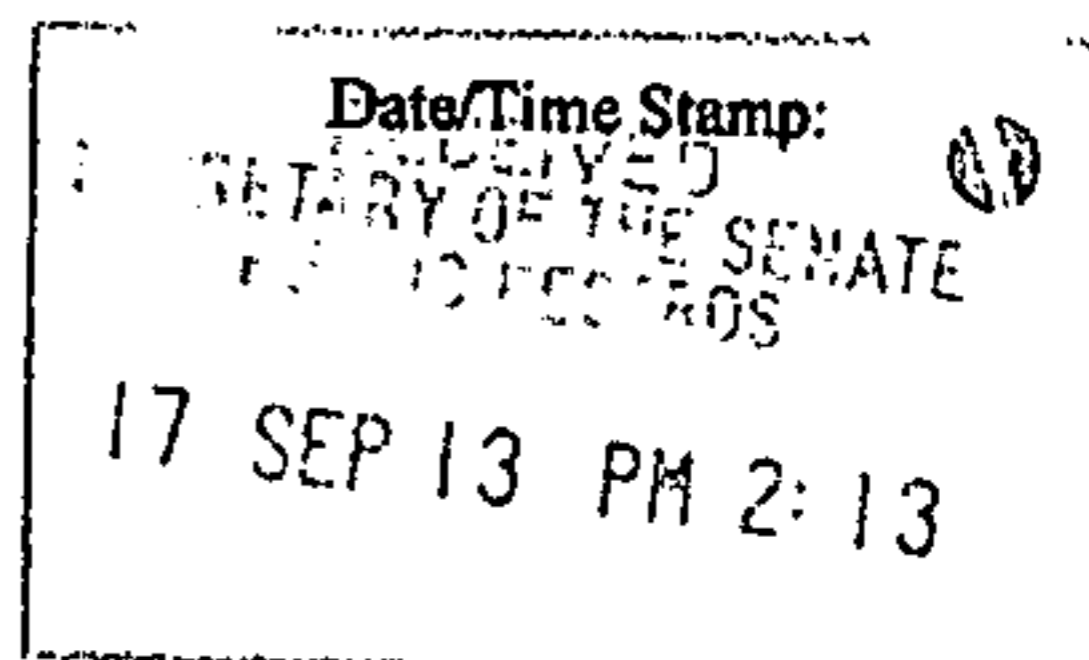


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)...

Private Sponsor(s) (list all): Jobs for the Future

Travel date(s): 8/29/2017 - 8/31/2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$545.75	\$180.00	\$105.27	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce development programs in a rural, economically distressed region of the U.S. Please see attachment 1 for more detail.

9/12
(Date)

Marvel Contreras
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/12
(Date)

Patty Murray
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

Name of Traveler: Manuel Contreras

Private Sponsor(s) (list all): Jobs for the Future with a Grant from the Joyce Foundation *mc*

Travel date(s): August 29 - 31 2017

Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, and Paintville)

As a Legislative Aide, I work on K-12 and higher education issues that have particular challenges in rural areas, including Eastern Kentucky. The trip will allow me to better assist the HELP Committee through its visits to certificate and associate degree programs at a variety of institutions in Kentucky.

Relationship to Employee: ☐ Spouse ☐ Child

7/27/17
(Date)


(Signature of Employee)

I, Senator Patty Murray hereby authorize Manuel Contreras
(Print Senator's/Officer's Name) *(Print Traveler's Name)*

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

(Date)

Patty Murray
(Signature of Supervising Senator/Officer)



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

Hi everyone — as many of you know, Jobs for the Future organizes an annual site visit for staff who participate in our Congressional Staff Network on Workforce and Economic Security Issues. Based on conversations with many of you that began last year, we are planning a site visit to Eastern Kentucky for this year's August Congressional Recess.

Eastern Kentucky has been very hard hit economically in recent years. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. As part of our visit, we hope to learn not only about the region's education and workforce development programs — but about how many partners are pulling together to transform the region's economy, address the education and skills deficits of its workers, and alleviate poverty in the region.

We will hear from education, workforce development, poverty-focused, and economic development leaders about the challenges they face when a major employer leaves a region and its residents are geographically isolated. We will see education and training programs that are preparing coal miners for coding and other jobs in a growing IT sector in the region. We will see the development of a growing aerospace industry that is developing as the result of converging education, workforce and economic development efforts. We will hear from education programs and students who are training to be counselors to address the growing opioid addiction problem that confronts this community, as well as many other rural communities in the country. And to fully understand the culture and history of the region, we will visit the Portal 31 coal mine, that was the nation's largest coal camp when it was built in 1917.

Because this trip will require significant travel on the ground, we will devote three days to the trip. As a result, it is important that we identify a time that works for you, and save those dates for this visit. As we begin planning our Kentucky visit, we would first like to survey invitees to see which weeks in August work best for most staff. **Please complete this survey by Wednesday, May 10th, 2017** to provide us with your availability. In the coming weeks, we will send more details regarding this year's visit and a calendar invite to hold the dates on your schedule. We really hope you can join us on this visit!

Best,
Mary Clagett, Lexi Barrett, Erica Cuevas, Taylor Maag

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF).
2. Description of the trip: JFF Congressional Staff Network Site Visit to Eastern Kentucky to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the region, its employers and its people. See attachment one for more detail.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Bernham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment one.
6. I certify that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF selects sites and topics around which to base site visits and forums, taking into account congressional staff interest, the

quality of programming and whether or not these programs have a relationship to workforce development and education policy.

JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. See attachment one for more details.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JFF is interested in the development of education, training and supportive policies that expand opportunities for low income and

disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable careers. The purpose of this trip is to examine high quality and innovative education and workforce programs that focus on economic needs of the state. See attachment one for more details.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has planned trips for the Congressional Network on Workforce Development and Economic Security for over eight years.

See attachment one for more detail.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to

college, career readiness and career advancements for those struggling in today's economy. See attachment one for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$500.75 - \$545.40	\$180.00	\$125.00	N/A
<input type="checkbox"/> Actual Amounts	(Includes all travel, airfare and ground transportation. See attachment two for more detail)	(Over two nights, See attachment two for more detail)	(Per person, over three days. See attachment two for more detail)	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

JFF selected Eastern Kentucky for this year's visit. The region has been hard hit economically because of a significant

decline in their main industry and we are interested in learning how the region is responding to these challenges. See attachment one for more detail.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hambley Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing. See attachment two for more details.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
The lodging and meal expenses ^{are equal to or less than} ~~align with~~ federal government travel per diem. See attachment ~~two~~ ^{for} for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Marla K. Flynn

Name and Title: Marla Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4446

Fax Number: _____

E-mail Address: mflynn@jff.org

Attachment 1.

Congressional Staff Network for Workforce and Economic Security Issues August 29, 2017 – August 31, 2017 Site Visit to Eastern Kentucky

Question #2: Description of the Trip

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuel Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Question #12: Role of Sponsor

Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene the Congressional Staff Network on Workforce and

economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 2: Good Faith Estimates for Senate Staff Travel and Meal Expenses

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

*Prices fall within government per diem rates.

24-60000-100000

To: The Senate Ethics Committee

Fm: Mary Clagett, Director for National Workforce Policy, Jobs for the Future

Role of The Joyce Foundation in Support of the Congressional Staff Network on Workforce and Economic Security Issues and the Network's August 29-31 Site Visit to Eastern Kentucky

This letter is written to clarify the roles that Jobs for the Future and The Joyce Foundation play in carrying out the work of the Congressional Staff Network on Workforce and Economic Security Issues; and specifically in carrying out the Network's August 29-31 Site Visit to eastern Kentucky.

Jobs for the Future (JFF) is the sponsor of the Staff Network and its activities, including the visit to Eastern Kentucky in August. The Joyce Foundation, a philanthropic organization, provides JFF with funding for the Staff Network to increase staff knowledge of promising education and workforce development practices. However, the Joyce Foundation is not involved in the day-to-day activities of the Staff Network. With regard to the site visit to eastern Kentucky, the foundation was not involved in the selection of the sites or programs that we will visit; the topics that will be covered; or the people that we will meet. In other words, the Joyce Foundation did not require that JFF conduct the site visit to eastern Kentucky and no funds were earmarked to carry out this trip. These decisions and arrangements have been made solely by JFF.

The Joyce Foundation does not employ or retain a lobbyist; and as noted in the Ethics Committee trip form, no lobbyists have been involved in the development or in support of this site visit.

If you have further questions, please don't hesitate to contact me at mclagett@jff.org or at 703-517-6368.

Thank you for the opportunity to provide this clarification about the role of The Joyce Foundation in support of the Congressional Staff Network on Workforce and Economic Security Issues and its August 29-31 site visit to eastern Kentucky.

Sincerely,

Mary Clagett
Director for National Workforce Policy

James Redstone
Professional Staff Member
House Education and Workforce Committee
James.redstone@mail.house.gov

Emily Slack
Professional Staff Member
House Education and Workforce Committee
emily.slack@mail.house.gov

Congressional Research Service

David Bradley
Specialist in Labor Economics
dbradley@crs.loc.gov

Benjamin Collins
Analyst in Labor Policy
bcollins@crs.loc.gov

Boris Granovski
Analyst in Education Policy
bgranovski@crs.loc.gov

William Morton
Analyst in Income Security
wmorton@crs.loc.gov

Eastern Kentucky State Participants

Trish Adams
Industry Liaison
Eastern Kentucky Concentrated Employment
Program (EKCEP)
tadams@ekcep.org

Dr. Vic Adams
President
Southeast Kentucky Community and Technical
College (SKCTC)
Vic.adams@kctcs.edu

Frank Allen
Chairman of the Board
Appalachian Wildlife Center

Jared Arnett
Executive Director
Shaping Our Appalachian Region Inc.
jared@soar-ky.org

Dr. Bruce Ayers
Past President
Southeast Kentucky Community and Technical
College (SKCTC)
Bruce.ayers@kctcs.edu

Allison Baker
Outreach Coordinator
Appalachian Regional Healthcare

Shane Baker
Field Representative
Department of Local Government
Office of the Governor

Josh Benton
Executive Director
Workforce Development
KY Cabinet for economic development

Sonya Bergman
Systems HR Director
Appalachian Regional Healthcare

Jay Box
President
Kentucky Community and Technical College
System (KCTCS)
Jay.box@kctcs.edu

Hon. Albey Brock
Bell County Judge Executive
brock@bcje.com

Matt Brown
Chief of Staff to the CEO
Addiction Recover Care

Paul Bryant
Assistant to the President
SKCTC

SECRET

Janet Slayden
Associate Administrative Leadership
KY Council on Postsecondary Ed.

Jason Slone
Regional Manager
Office of Employment & Training

Reecie Stagnolla
Vice President for Adult Education
Kentucky Council on Postsecondary Education
Reecie.stagnolla@ky.gov

Robert Stivers
Kentucky State Senate President
Clay County
Robert.stivers@lrc.ky.gov

Dr. Carolyn Sundy
Vice President of Diversity and Inclusion
SKCTC

Kathy Walker
CEO
eKentucky Advanced Manufacturing Institute
(eKAMI)

Darren West
Board Member
EKCEP

Jeff Whitehead
Executive Director
Eastern Kentucky Concentrated Employment
Program (EKCEP)
jwhitehead@ekcep.org

Joyce Foundation Participants

Sameer Gadkaree
Senior Program Officer
SGadkaree@joycefdn.org

Senior Program Officer
SGadkaree@joycefdn.org

Lexi Barrett
Director for Education Policy
lbarrett@lff.org

Mary Clagett
Director for Workforce Policy
mclagett@iff.org

Erica Cuevas
Policy Manager
ecuevas@jff.org

Mindy Martin
Events Director
mmartin@jff.org

Taylor Maag
Graduate Intern
Tmaag-Intern@iff.org



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

AGENDA

August 29-31, 2017
Site Visit to Eastern Kentucky

Tuesday, August 29

Eastern Kentucky Challenges and Outlook

7:07 AM	Depart DCA -- American Flight 4343
8:56 AM	Arrive Knoxville, TN
9:30 AM	Board Bus at Airport
9:30 – 11:30 AM	Travel to Southeast Kentucky Community and Technical College (SKCTS) – 100 College Rd. Middlesboro, KY 40965 <ul style="list-style-type: none">• Documentary on Eastern Kentucky's Economy After Coal
12:00 – 2:00 PM	SKCTS Welcome, Lunch Meeting, and Tour Introduction to Challenges and Opportunities in Eastern Kentucky and to Promising Programs Including: Accelerating Opportunity Kentucky; TANF Program at SKCTS; Employment in Tourism in E KY <ul style="list-style-type: none">• Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)• Dr. Vic Adams – President, SKCTS• Hon. Albey Brock – Bell County Judge Executive• David Ledford – Appalachian Wildlife Foundation
2:00 – 3:15 PM	Travel to Benham Schoolhouse Inn – 100 Central Ave. Benham, KY 40807 via the Appalachian Wildlife Refuge
3:30 PM	Check-in to Benham Schoolhouse Inn
4:00 PM	Travel to Portal 31 – 100 Church St., Lynch, KY 40855
4:15 – 5:30 PM	Portal 31 Tour and Presentation on the History and Importance of Coal to Eastern KY's Economy and Culture
5:30 PM	Travel to Benham Schoolhouse Inn – 100 Central Ave. Benham, KY



Continued Discussion about the Economy, Challenges, and On-going Economic Development, Education, and Workforce Development Efforts in Eastern Kentucky

- **Dr. Bruce Ayers, Past President, SKCTS**
- **Hon. Dan Mosley – Harlan County Judge Executive**
- **Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint**
- **Jeff Whitehead, Executive Director, EKCEP**

Wednesday, August 30, 2017

7:30 AM - 8:00 AM Breakfast at the Benham Schoolhouse Inn

8:15 AM **Travel to Hazard Community and Technical College (HCTC) - 101 Vo-Tech Drive, Hazard, KY 41701**

- **Trish Adams, Industry Liaison, EKCEP**

10:00 - 11:30 AM Presentation and Tour of HCTC Lineman Training Program

- Dr. Jennifer Lindon, President, HCTC

11:30 AM **Travel to EKCEP One-Stop Career Center – 412 Roy Campbell Dr.
Hazard, KY 41701**

**11:45 – 2:30 PM One-Stop Career Center Tour and
Working Lunch and Facilitated Conversations**

State Officials Discuss Kentucky's Plan for the State and Region

- **Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)**
- **Hal Heiner, Cabinet Secretary, Education and Workforce Development (Invited)**
- **Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office**
- **Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment**



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

2:15 PM

Approximate Arrival at Cincinnati Airport

3:46 PM

Depart Cincinnati Airport -- American Flight 5609 to DCA

5:21 PM

Arrive at DCA

000000006151